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# Interagency Placement Assistance Program (IPAP)

The Office of Personnel Management administers the nationwide Interagency Placement Assistance Program to give priority referral to other agencies. Because it goes into effect **before** a RIF action, it helps you find new employment before you are separated.

## ELIGIBILITY REQUIREMENTS

You are eligible to register in this program if—

- You are a career or career-conditional employee, or
- You are an excepted service employee with or without competitive status, or
- You are serving an appointment not limited to one year or less, and
- You have been identified as a potential loss under one of the following conditions:
  - Your position is scheduled to be abolished.
  - Your activity is undergoing an efficiency (contracting out) study and solicitation of bids has begun.
  - You are liable to be separated in a RIF because a higher standing employee whose job was abolished can bump or retreat into your position.

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## REGISTRATION

You can register in this program before any RIF, as soon as you meet the eligibility requirements.

You can receive placement assistance for 120 days after you register.

- After each 120-day period, your agency must notify the Office of Personnel Management if you still face losing your job through a RIF. If so, you are eligible for another 120 days.
- These increments will continue until you are placed or are no longer eligible.

## DISCUSSION

- This program provides nationwide placement opportunities in all federal agencies before official RIF notification.
- This program provides placement assistance for vacancies at or below your current grade level in agencies that are filling positions through Office of Personnel Management registers, delegated examining authority, special recruiting, or direct hire authority.

## QUESTIONS AND ANSWERS

***How does the Interagency Placement Assistance Program differ from the Displaced Employee Program?***

Both the Displaced Employee Program and the Interagency Placement Assistance Program are administered by the Office of Personnel Management. They are essentially alike in how they operate except that:



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- IPAP is opened to both employees who are on competitive and excepted service appointments.
  - IPAP is a pre-RIF program that lets you enroll **before** separation. You can enroll in DEP only **after** you have received an actual notice of separation by RIF.
  - IPAP registration is effective for renewable periods of 120 days until you are no longer eligible. DEP registration is effective for two years for career employees and one year for career-conditional employees.
  - Both programs offer placement assistance for employees losing their jobs because of a RIF or because they declined a transfer of function out of the commuting area. DEP also offers assistance to employees separated or furloughed because of a compensable injury or because they have applied for an annuity, retired under the discontinued service provision, or retired due to disability.

### ***How do I register in IPAP?***

Your human resources office will help you register. This office assists you with the required registration forms, assures the forms are completed accurately, and sends your registration package to the appropriate personnel management offices or agencies with delegated examining authority.

### ***I am an excepted service employee who will be separated by RIF. Can I be placed through IPAP in a competitive service position?***

If you are an excepted service employee who holds competitive status (for example, you previously held competitive status before accepting an excepted appointment without a break in service) you may be referred for competitive service positions. However, if you hold an excepted service appointment and do not have competitive status, you can be referred only for other excepted service jobs.

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***If I accept a permanent job outside the federal service, can I continue to be referred for federal jobs through IPAP?***

No. If you accept a permanent job offer outside the federal service, you are no longer eligible for referral through IPAP.

***Can I register for job placement opportunities outside my commuting area?***

Yes. Placement assistance for both IPAP and DEP is available through Office of Personnel Management offices nationwide unless you have already declined a transfer of function or reassignment outside your commuting area.

